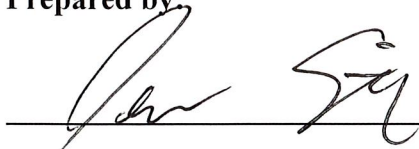


# BOILER SAFETY BUREAU S&H PROGRAM BSB- 0200-00

Prepared by:



Jeremy Smith Date: 01/30/2023

Procedure approved by:



Don Kinney Date: 01/30/2023

BOILER SAFETY BUREAU  
STANDARD OPERATING PROCEDURE MANUAL

## **1.0 PURPOSE**

The purpose of this procedure is to ensure that Department of Labor Employee Safety & Health Program policies are incorporated into Boiler Safety Bureau procedures to be used and followed by Bureau personnel.

## **2.0 SCOPE**

This procedure is applicable to all Department of Labor Employee Safety & Health Program policies that are applicable to work being performed by the Bureau.

## **3.0 PERSONNEL RESPONSIBILITIES**

- 3.1 The Bureau Chief – Boiler Safety Bureau has the overall responsibility for implementation of this procedure.
- 3.2 The Assistant Bureau Chief - Boiler Safety Bureau will be responsible to serve as a member of the Unit Safety & Health Committee. He shall work with the Unit Safety Committee to review this procedure on a biennial basis.
- 3.3 Bureau staff members are responsible for cognizance, understanding and use of this procedure and all Safety & Health Procedures generated.

## **4.0 HEALTH and SAFETY ISSUES**

Included in the body of this procedure.

## **5.0 PROCEDURE**

- 5.1 Unit Safety Committee
  - 5.1.1 Members of the Unit Safety Committee will consist of at least one each from the office support staff, field staff and supervision.
  - 5.1.2 The Unit Safety Committee shall meet at least once per quarter to conduct the area safety inspections and transact any business that may be required.
- 5.2 Creation of Unit Safety Procedures
  - 5.2.1 Within three months following issuance of a new or revised Employees Safety and Health Policy, the Unit Safety Committee shall meet to review the new policy and determine its applicability to the Bureau.
  - 5.2.2 If the Unit Safety Committee determines that a unit specific procedure is necessary to implement the Employees Safety & Health Policy:
    - a. The Unit Safety Committee shall draft the unit specific

procedure.

- b. The Unit Safety Committee may contact the Employees Safety and Health Steering Committee for assistance in development of the procedure.

5.2.3 Upon completion and approval by the Unit Safety Committee, the draft procedure shall be submitted to the employees of the Bureau for review and comment.

- a. Copies of the draft procedure will be distributed to all Bureau employees by email, and it will be posted on the intranet.
- b. The Safety and Health Steering Committee will be notified and given an opportunity to review and comment on the draft procedure.
- c. Employees and the Safety and Health Steering Committee shall have at least ten working days for review of the draft procedure.

5.2.4 Each employee's comments shall be submitted to the Unit Safety Committee chairperson at the end of the ten day review period.

- a. Comments that meet the approval of the Unit Safety Committee shall be incorporated into the procedure.
- b. If the Unit Safety Committee rejects an employee comment, the Unit Safety Committee shall provide an explanation

5.2.5 The final draft will be forwarded to the Bureau Chief for approval. The approved procedure will be placed on the Bureau's intranet site.

5.2.6 The copy on the Bureau's intranet site will be the official copy for the Bureau and will be used by each employee.

### 5.3 Biennial Review

5.3.1 The Unit Safety Committee shall review each procedure on a biennial basis and any bureau employee can petition the unit safety committee and request the review of an established procedure at any time.

5.3.2 If revisions are deemed necessary, those revisions shall be incorporated and approved in the same manner as the original procedure.

5.3.3 If revisions are not deemed necessary, Bureau employees shall be notified that no revisions are planned and given the opportunity to suggest revisions.

5.3.4 Biennial reviews will be documented on attachment 1.

5.4 Training

5.4.1 The Unit Safety Committee shall develop training for employees in the requirements of new and/or revised procedures.

5.4.2 Supervisors shall provide training on the procedures to employees within two months of issuance of the procedure.

## **6.0 CUSTOMER SERVICE REQUIREMENTS**

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

## **7.0 DATA and RECORD MANAGEMENT**

*Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.*

**Safety and Health Program – Procedure Biennial Review  
Attachment 1**

<b>Procedure -</b>	<b>BSB 0200- XX-XX</b>
NCDOL Policy –	

Were any changes necessary due to the review of the NCDOL Policy?	Yes	No
OSHA Standard -	Amendments through 3/7/05	
Were any changes necessary due to the review of the OSHA Standard?	Yes	No
<b>Comments:</b>		
Date that the procedure review was complete.		
Date the <b>proposed revision</b> to the procedure was posted on the intranet for review by employees, unit safety committee and DOL steering committee.		
Date the <b>finalized revision to the procedure</b> was signed by the Chief.		
Date that revised procedure or notice of review with no revision was posted on the intranet.		
Review was conducted by:	Print Name: Title : Signature :	